

## Agenda

### Faculty Senate Meeting

December 3, 1980

I. There will be a regular meeting of the Faculty Senate on Wednesday, December 3, 1980, at 3:35 p.m. in Moore Auditorium.

#### II. Agenda

1. Approval of minutes for October 29, November 5, and November 12 meetings.
2. Approval of the agenda and report of the Steering Committee.
3. New Business
  - a. Proposal on Academic Honor Code (see attachment)
4. Reports
  - a. Report on Horizons Unlimited- Vice President Leach
  - b. Report on Center for Professional Development-
  - c. Report on the Budget-



September 3, 1980

MEMORANDUM

TO: Dr. Bernard P. Sliger, President  
Florida State University

FROM: Steve Edwards for the Honor System Committee

RE: Proposed Revision of Academic Honor Code

The Honor System Committee, which you appointed in October 1978 as provided in Section 300.4f of the University's Student Conduct Code, has conducted an extensive study of the operation of the Academic Honor System and concluded that it is desirable to make certain revisions to the code currently in effect. These revisions for the most part are not major and are mainly designed to improve the procedures under which the system operates. The only proposed change that might be considered major would transfer jurisdiction over cases involving academic dishonesty from the Student Supreme Court to a special Honor Council whose composition is designed to emphasize a broad representation of undergraduate programs in the University.

In carrying out its charge the committee solicited input from the entire university community, but in particular it sought advice from faculty and from Student Government in addition to that provided by its own members from these groups. Although the response it received was not overwhelming, the committee felt that it had a representative understanding of community attitudes. No testimony that would indicate widespread academic dishonesty problems on campus or a trend towards an increase in such problems was presented to the committee. It was clear, however, that operation of the system suffered from an alarming lack of information about its provisions and procedures on the part of faculty and students. The committee determined that a relatively modest revision of the present Honor Code was appropriate and that such revision should seek involvement of a broad segment of the community in the system in order to help alleviate this problem. Composition of the proposed Honor Council is designed to help accomplish this in addition to providing an accused student with the opportunity for judgement by a broadly representative group of peers.

Dr. Bernard P. Sliger  
September 3, 1980  
Page 2

Convinced that the ultimate success of an honor system depends upon the degree to which the student body subscribes to it and that students are more apt to support any endeavor if student-originated, the committee constituted its student members as a subcommittee to prepare a draft of its proposed revised Honor Code. Professor Steven M. Goldstein of the College of Law was designated advisor to the subcommittee, and Mr. Michael Miller, University Judicial Officer, agreed to provide it with staff support as he had done for the committee itself. In due course, after studying representative honor codes from other universities provided by Mr. Miller, the subcommittee presented its draft to the committee. After discussion, in which the committee's strong interest in the composition of the Honor Council as discussed above was evident, and some amendment, the enclosed document was adopted by the committee.

It is the unanimous recommendation of the Honor System Committee that you initiate the appropriate procedures for adoption of this proposed Academic Honor Code as a rule of the Florida State University. If you have any questions about the committee's deliberations, its procedures, or its recommendation, please let me know.

SE/tw

cc: Vice President Leach  
Mr. Michael Miller  
Dr. Paul Elliot  
Dr. Fred L. Standley  
Mr. Robert B. Auslander

I. PURPOSE

The Florida State University has established this Academic Honor Code in order to maintain the highest possible standards of academic conduct. This Honor Code is based on the premise that each student has the responsibility to:

- a) uphold the highest standards of academic honesty in his own work,
- b) refuse to tolerate academic dishonesty in the University community, and
- c) foster a high sense of honor and academic and social responsibility within the University

II. CODE VIOLATIONS

Violations of the Academic Honor Code shall be considered acts of academic dishonesty. Academic dishonesty shall be defined as any intentional act or failure to act which is designed to gain an unfair academic advantage for any students in academic matters. Academic dishonesty shall include, but not be limited to:

- 1. During examinations, referring to or receiving either written or oral information not specifically condoned by an instructor or the use of any unauthorized electronic or mechanical aids,
- 2. Plagiarism, which shall be defined as failure to use quotation marks or other conventional markings around materials quoted from another source without giving proper credit to an author, allowing another person to rewrite or compose a student's written assignment, or any other definition which an instructor may wish to adopt for his or her specific course, provided that such definition is announced to students at the beginning of the course,
- 3. Buying, stealing, selling, copying or referring to an examination or an answer key to an examination before the examination has been administered, or
- 4. Assistance in or conspiring to commit any of the violations listed above.

III. HONOR COURT SYSTEM

There shall be two bodies in the Honor Court System, the Honor Council and the Honor System Committee.

A. Honor Council

The Honor Council shall be the hearing body which shall conduct formal hearings in cases of academic dishonesty.

1. Composition

The Honor Council shall be composed of one student from each of the schools and colleges within the Florida State University. During each Spring Quarter, each academic dean shall provide the Vice President for Student Affairs with nominations of two undergraduate students and two graduate students from his or her school or college. Schools and colleges which do not have graduate or undergraduate programs shall nominate two students and the Dean of Basic Studies shall nominate two students. The Vice President for Student Affairs shall appoint the Honor Council from the nominations provided for terms to run through the academic year, from September through August.

2. Organization

The Honor Council shall elect a Chancellor to serve as the administrative head of the Honor Council. The Honor Council shall prepare written procedures for hearings that shall be available through the Office of the Dean of Students and shall take effect upon approval by the Dean of Students. In addition, the Honor Council shall have a staff of student prosecutors and student defense counselors which shall be nominated by the Honor Council and appointed by the Dean of Students. Decisions of the Honor Council may be appealed by students to the Honor System Committee in accordance with procedures established by the Honor System Committee.

B. Honor System Committee

The Honor System Committee shall hear appeals of decisions of the Honor Council and shall serve as the policy making board for the Honor Court System. Recommendations for changes in the Academic Honor Code and the Honor Court System may be proposed by the Honor System Committee to the President of the University.

1. Composition

The Honor System Committee shall be composed of six faculty members and six students and appointed by the President of the University. Students shall be appointed for one year tenures and faculty members shall be appointed for staggered two year terms.

2. Organization

The Honor System Committee shall have a Chairperson appointed by the President and shall conduct meetings and appeal hearings in accordance with procedures established by the Committee. Decisions of the Honor System Committee may be appealed to the President of the University in accordance with procedures established by the President.

IV. ENFORCEMENT OF ACADEMIC HONOR CODE

Students who are alleged to have been involved in incidents of academic dishonesty may have the charges against them resolved through either an informal faculty hearing or through a formal hearing before the Honor Council. The charges may be resolved through an informal faculty hearing if:

- a. the student has no record of previous code violations and
- b. the faculty member believes that the penalties available to him are sufficient and
- c. if the faculty member and the accused student feel that the matter can best be resolved informally.

The charges against the student shall be resolved through a formal hearing before the Honor Council if:

- a. the student has been involved in previous code violations or
- b. the faculty member feels that penalties available through a formal hearing are warranted or
- c. the faculty member or the accused student does not feel that the matter can be adequately resolved through an informal faculty hearing.

A. Procedures for Informal Faculty Hearing

Upon learning of an incident of academic dishonesty, the faculty member of the course involved shall contact the Office of Judicial Affairs to determine if the student has a record of previous violations of the Academic Honor Code. If there are no previous violations, the student and faculty member may agree to an informal resolution of the charges. If such an agreement is reached, the student and the faculty member shall meet to resolve the issue through the informal hearing process. During this meeting, the faculty member shall officially inform the student of

the charges against the student. If the student is found guilty of the violation, the faculty member may choose to impose any of the following penalties on the student, either singly or in combination:

- a. a grade of "y" (failing for academic dishonesty) for the course,
- b. oral reprimand,
- c. written reprimand,
- d. assignment of additional work,
- e. retaking or resubmission of the examination or project in question, or
- f. reduction in exam, project, or paper grade, where deemed appropriate.

Notice of the resolution in each case shall be forwarded to the University Judicial Officer in the Office of the Dean of Students for inclusion in a central registry of academic dishonesty incidents. When the incident has been recorded in the Office of the Dean of Students, a copy of the incident report shall be forwarded to the students' academic dean.

B. Procedures for Formal Honor Council Hearing

If the faculty member or the accused student feel that a formal hearing before the Honor Council is warranted, the faculty member shall meet with the student and inform the student of the allegations against the student. The faculty member shall then forward a copy of the allegations to the Chancellor of the Honor Council. The Chancellor shall assign the case to a prosecutor who shall then inform the student, in writing, of the charges and shall inform the student of his or her rights. In all formal Honor Council cases, the accused student has the right to:

1. Written notice of the charges and allegations against him,
2. A copy of the procedures of the Honor Council and all appeal procedures
3. A reasonable amount of time to answer the charges
4. A fair and impartial hearing including the right to cross-examine witnesses and testimony and to present evidence and witnesses in his own behalf
5. Counsel of his choice, provided that the name and address of such counsel is provided to the Honor Council in a manner stipulated by the Honor Council

6. A public hearing, if the student chooses to waive his rights to privacy
7. An appeal of the decision of the Honor Council
8. Written notice of the outcome of the case, including findings of fact, as determined by the Honor Council

4. Written reprimand from the Honor Council
5. Oral reprimand from the Honor Council
6. Public apology by the student, in a manner stipulated by the Honor Council
7. Any combination of the above, as determined to be appropriate by the Honor Council

In addition to any actions taken by the Honors Council, the faculty member of the course in question may impose any academic penalty which he or she feels is appropriate on any student who is found guilty of a violation of the Academic Honor Code by the Honor Council.

**D. Penalty Approval**

All penalties involving expulsion or suspension will take the form of a recommendation by the Honor Council to the Honor System Committee and shall take effect only upon approval by the Honor System Committee pursuant to procedures established by the Honor System Committee.

**C. Penalties**

A student found guilty of a violation of the Academic Honor Code may be punished by any of the following sanctions, as imposed by the Honor Council:

1. Expulsion - permanent separation of the student from the University whereby the student would be permanently ineligible to re-enroll at the Florida State University
2. Suspension - separation of the student from the University for a period of time to be determined by the Honor Council
3. Probation
  - a. General probation - warning to the student that his behavior is not acceptable to the University.
  - b. Probation with restrictions - An official warning that the student's conduct is in violation of the University rules and regulations, but is not sufficiently serious to warrant expulsion or suspension. This type of probation can be imposed for varying periods of time, and the restrictions imposed may vary according to the gravity of the offense. More serious restrictions include: the inability to hold office in the University; the inability to represent the University in any official

All hearings before the Honor Council shall take place at a time and place set by the Honor Council and a recording shall be made at all hearings. If a case is not heard within thirty days at the date of filing with the Honor Council, the Vice President for Student Affairs may order a hearing before the Honor Systems Committee pursuant to procedures established by the Honor System Committee.

If a case remains pending before the Honor Council at the end of an academic term, the instructor shall award the student a grade of "NG" (No Grade) until a resolution in the case is obtained.

Faculty Senate Minutes

December 3, 1980

- I. The Faculty Senate met in regular session on Wednesday, December 3, 1980, at 3:35 p.m. in Moore Auditorium. Mr. Fred Standley, Senate President, presided.

The following members were absent: Joseph Allaire, David Ammerman, Forrest Aurentz, Stuart Baker, Earl Beck, Richard Chackerian, Richard Chapple, DeLos DeTar, Patricia Dore, Robert Fichter, Joe Hiett, Kurt Hofer, Donald Horward, Irwin Jahns, Frances James, Roy Johnson, Robert Kalin, Colleen Kirk, Clifford Madsen, Elizabeth Mann, Patricia Martin, Robert Martin, Edwin Megargee, William Oldson, Barbara Palmer, Malcolm Parsons, Barron Scarborough, Louis Schwartz, Karen Singh, Peter Spencer, Ralph Stair, John Vanderoef, and James Wyatt.

II. Approval of the Minutes

Mr. John Simmons moved approval of the minutes as recorded and disseminated for the October 29th and November 5th meetings. The motion was seconded and adopted.

III. Approval of the Agenda

Mr. John Simmons moved the adoption of the printed agenda with the following changes:

1. Under New Business add

a Proposal on Review of graduate programs as item a, renumber old item a, item b; delete Report on Budget.

The motion was seconded and adopted.

IV. Proposal on Review of Graduate Programs

Mr. Wayne Minnick, on behalf of the Steering Committee, presented and moved adoption of the following:

Because of the problems inherent to the transition from the quarter system to the semester system, the Faculty Senate adopt the following policies pertaining to graduate programs.

1. There will be a moratorium in review of graduate programs from September, 1980, to September, 1982.
2. During the period of the moratorium, the Graduate Policy Committee will:

a statement of understanding which is retained in the students' record files, along with all other university correspondence; clarifying description of HUP in all university publications; increased meetings between HUP staff and students; and clearly defining and stabilizing HUP's administrative housing within the university."

"On July 3, Vice President Leach forwarded a copy of the fact-finding committee report to President Sliger. The committee's recommendations were sent forward to the President, along with the following recommendations from Vice President Leach:

"1. that appointment of an HUP Advisory Board composed primarily of faculty but augmented by staff and administrators to assume responsibility for setting policy which impacts upon recruitment, admissions, and retention, academic counseling and tutorial services, and to review all HUP written materials to insure clarity and accuracy.

"2. that Mr. Gordon's recruitment duties be limited to allow his future role to be primarily in program management.

"3. the development of specific, clear and explicit brochures describing all special programs units for distribution to all participating high schools and other interested parties.

"4. that only graduate students be employed as counselors and tutors, eliminating the use of undergraduates in these critical roles, and, finally,

"5. that a committee review the role and scope of special programs to determine if it should be administratively housed in student affairs or academic affairs.

Leach Report on HUP to Sliger - 3 July 1980"

#### President's Response

"On 11 August President Sliger accepted VPSA's recommendations with the following exceptions/suggestions:

"1. That admissions and recruitment continue to be centrally handled with the HUP Policy Advisory Board and Staff to work very closely with the Director of Admissions in handling HUP admissions, as well as in preparing forms and brochures.

"2. That resources for additional personnel were not available to add to the program staff.

"3. That Vice Presidents Lawton and Leach review together the question of appropriate administrative placement on HUP."

Sliger memo to Leach - 11 August, 1980.

"HUP Policy Advisory Board was appointed by Vice President Leach on 22 October with membership of two students, one staff and four faculty representatives nominated by the Faculty Senate President and Steering Committee.

Membership:

Dr. Charles Grigg, Chairman  
Dr. John Fenstermaker  
Dr. Emma Kittles  
Dr. Ralph McWilliams  
Mr. Pete Metarko  
Mr. Nathaniel Heggs (student)  
Ms. Veronica Anderson (student)

"The charge to the Policy Advisory Board is:

1. Establish a process for developing program priorities.
2. Assist the director in developing standards and policies for HUP in cooperation with appropriate academic and administrative officials.
3. Monitor the needs, progress, and concerns for HUP; counsel and advise the director of HUP as he carries out the responsibilities of his office.
4. Provide the Vice President for Student Affairs with an evaluation report on HUP activities and the accomplishments of the committee annually, in writing, or more frequently and orally if a significant problem occurs."

Appointment Letters

Brochure

"An extremely explicit descriptive brochure covering all special programs has been prepared in close cooperation with the Policy Advisory Board, Admissions and Financial Aid. 1,000 copies will be printed and distributed as soon as possible."

Horizons Unlimited Figures - from Earl Gordon 3 Dec 80

"Since the program's inception in 1968, over 2500 students have participated.

"Between 750 and 800 students are currently participating in HUP. This figure includes all classifications (freshmen thru seniors) as well as a small number of community college participants.

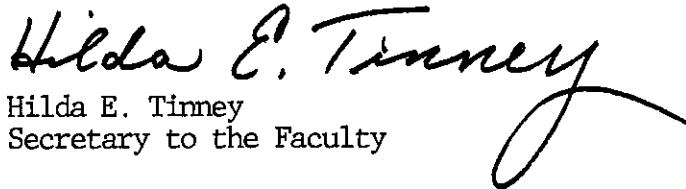
"234 active freshman students this year."



Mr. Irvin Sobel expressed his concerns about the direction the Horizon Unlimited program has taken, and spoke to the advisability of the program being returned to the jurisdiction of the Faculty Senate and under an academic unit. He reminded the Senate that the intent at the time it passed the enabling act was that the Horizons Unlimited program was to be a program for students with culturally disadvantaged backgrounds. It was never intended to be a minority program and he urged that the program be returned to its legal function.

VII. Adjournment

The Senate Meeting adjourned at 5:15 p.m.

  
Hilda E. Timney  
Secretary to the Faculty